

**CONSTITUTION and BY-LAWS**  
**OAKFIELD BETTERMENT COMMITTEE**

**ARTICLE I – PURPOSE**

The objectives of this organization shall be to improve and enhance the quality of life in the Oakfield, NY area, and to provide support to local organizations, clubs, and businesses when able.

**ARTICLE II – MEMBERSHIP**

**Section 1:** The membership of this Committee shall be open to any interested individual who resides in Oakfield or neighboring area. Prospective members shall be duly voted upon and approved by a majority vote of members, and upon approval the Secretary shall enter the names in the roll of active members.

To be considered a voting member you must attend a minimum of 3 meetings/functions during the year, and be active in the committee. A member who does not participate during a given year and/or does not attend the minimum number of meetings/functions will have voting rights revoked.

**Section 2:** Resignations shall be presented in writing or in person.

**Section 3:** Any member who repeatedly violates the Constitution and By-Laws, neglects their agreed-upon duties, or causes irreparable harm to the Committee may be asked to resign by a majority of Board members.

**Section 4:** No member or Officer of the Committee may be allowed to profit or benefit personally, professionally, or financially from any Oakfield Betterment Committee event, or his or her association with the Committee, without advanced written notice requesting said benefit in detail to the Officers with ample time and opportunity for discussion and questions; and the Committee must approve said request prior to the event or benefit occurring, and any profit or benefit must be monitored by the Officers.

**ARTICLE III – VOTING RIGHTS**

The public is welcome at any open meeting. However, only active members as described in ARTICLE III shall have the right to vote at any meeting.

## ARTICLE IV – DUTIES OF OFFICERS

**Section 1: President** – The duties of the President shall be to preside at all meetings of the committee in accordance with recognized parliamentary procedure; to call special meetings when, in his or her judgement they are necessary, or upon the written request of five members; unless otherwise provided, to appoint all committees; to enforce the observance of the Constitution and By-Laws; and to install newly elected officers and members.

**Section 2: Vice President(s)** – The duties of the Vice President(s) shall be to assist the President in the discharge of his/her duties, and in the case of the President's absence or disability, or should the office of the President become vacant, shall assume the duties of the President. The Vice President(s) shall make certain the President adheres to observance of the Constitution and By-Laws and performs his or her duties in an ethical and transparent manner. Whenever possible, there shall be two (2) Vice Presidents at all times in order to provide necessary checks and balances, and to assist the President in coordinating all other officers and members.

**Section 3: Treasurer** – It shall be the duty of the Treasurer to receive all moneys due to the organization, giving his/her receipt for the same, to deposit all monetary receipts in a timely manner, and to keep a correct account of all receipts and disbursements, and to submit his/her accounts to the Officers monthly. The Treasurer shall make a report at each regular meeting, showing receipts, expenditures, and all amounts on hand. The Treasurer shall also make a report at the annual meeting covering the previous year. Bank statements shall be provided for review at each meeting.

Dual Controls – in order to ensure accuracy in accounting, any expenditure in excess of \$100.00 shall require the approval of the Officers, and such approval may be verbal or email if it is not practical to do so by official vote at a regular or special meeting. Any checks issued by or on behalf of the committee shall require the signature of at least two (2) Officers. All openings of mailings must be done in the presence of at least two (2) Officers.

Vacancy – If there is no Treasurer, the President shall assume the duties until a Treasurer is elected. The Vice President(s) shall take care to review the President's accounting, and a report as well as bank statements shall be provided for review at each meeting. A Treasurer shall be elected at the next meeting.

**Section 4: Secretary(s)** – It shall be the duty of the Secretary(s) to record the roll of all active members and guests at every meeting and to record the proceedings of the meeting. The Secretary(s) shall record the proceedings of all meetings of the Committee and keep the books and file the papers pertaining to his/her office.

## **ARTICLE V – MEETINGS**

**Section 1:** An annual organizational meeting shall be held in October of each year. The officers elected at the organizational meeting will begin their terms in January.

**Section 2:** Regular meetings shall be held monthly or as deemed necessary. Meeting dates and times shall be consistent month to month, with exceptions in the case of holidays or majority vote.

**Section 3:** Five members shall constitute a quorum for all regular and special meetings.

### **Section 4: Rules of Order**

1. In the absence of the President and Vice President(s) the committee shall appoint a meeting Chairperson pro tem and proceed with business.
2. No motion shall be considered or passed unless the same has been seconded.
3. All questions and motions shall be determined by a majority of votes of the members present.
4. If a decision must be made before a regularly scheduled meeting, the President may call for a telephone or email or other electronic poll of the elected officers.
5. All other items not covered herein shall be decided according to the most recent copy of Robert's Rules of Order.

## **Article VI – Amendments**

**Section 1:** This Constitution and By-Laws may be amended at any regular meeting, or at the annual meeting, by a two-thirds vote of the members, provided the proposed amendment shall have been submitted in writing at the previous meeting, or by mail or email, and notice there given when the same would be called up for action.

## **Order of Business**

Call to Order

Pledge to the Flag

Secretary's Report

Treasurer's Report

Report of Standing Committees

Old Business

New Business

Adjournment